



SUBJECT <b>TEAM POLICIES</b>	POLICY # <b>5.5</b>
TITLE <b>TEAM FUNDRAISING</b>	APPROVED <b>APRIL 2018</b>

#### **PROCEDURE**

Teams follow the SCMHA Fundraising and Financial Policies. Once the team is chosen and the parents chose a team treasurer it is their responsibility to outline a forecasted budget at the beginning of the season to the parents. This will project expenses and revenue for the year. The treasurer will project parent contributions, sponsorships and fundraising to cover expenses for ice, tournaments, team activities etc. The treasurer presents to the parents for approval and then submitted to the SCMHA Board for approval. Approval is required prior to any fundraising. The Treasurer will maintain detailed spreadsheets outlining revenue and expenses and will update the team on a regular basis. Rep team fees must be paid to SCMHA by January 15th, or the team will not be permitted to play in play downs.

Excess funds from team fundraising will not be refunded to parents/players; excess funds will be returned to the SCMHA Board.

#### ***Team Accounting***

Teams follow the SCMHA Fundraising and Financial Policy. All teams will have an account with a bank to track funds deposited for its credit or paid out on its behalf.

- The team treasurer will provide receipts
- Team Fees and Rep Fees are paid to the team treasurer. Treasurer submits Rep Fees to SCMHA. Players that have not paid the fees by specified due dates will not be permitted on the ice and will be contacted by the SCMHA board.
- SCMHA registration fees must be paid in full or payment plan arranged with SCMHA administration office prior to players/ parents fundraising for individual team funds
- Parent registering the player for hockey is responsible for paying fees
- Statements / reports must be forwarded to the SCMHA Board by the treasurer by the end of March. The reports should include expected and actual expenses.



### ***Fundraising***

Rep team players are required to participate in SCMHA fundraising events in addition to team fundraising events. It should be remembered that all teams are within South Colchester Minor Hockey Association and must follow the rules intended to ensure that fundraising is handled in an appropriate manner.

All fundraising projects for teams must be approved in advance by the SCMHA Board. Fundraising events must be sanctioned by HNS, refer to Risk & Safety Policy. Donations subject to conditions deemed unacceptable to the team will be returned to the donor.

Fundraising is defined as solicitation of funds or engaging in profit making activities to obtain funding or benefits for a team or members of a team (including coaches).

SCMHA has adopted guidelines for team expenses, the guidelines apply to a player's share of the team's expenses. These contributions form part of the overall team expenses which benefits the team as a whole. To the extent there is any conflict between the guidelines and the rules below, they will be resolved by the SCMHA Board.

Team fundraising events and the use of these funds must occur between September 1<sup>st</sup> and April 7<sup>th</sup> of each year. Each team must appoint a Treasurer and hold a parent meeting to establish the team's fundraising parent group and plans of the team for the season.

### ***Team Fundraising Guidelines***

- All fundraising activities must be discussed and approved by majority at a team parent meeting; If majority agrees on a fundraising event, parents who wish not to participate can opt to make a donation to the team in lieu of participation in the fundraising event. The minimum contribution amount will be determined by the parent group and be stated on the budget
- All fundraising activities must receive prior approval by the SCMHA
- Board (this happens as part of the budgeting process); activities must include dates as to not to overlap with other team fundraising events. Fundraising Approval Request Form must be submitted must be completed by team treasurer/ manager and submitted to the Board
- Direct public support can be requested for the purpose of fundraising
- All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review;
- Fundraising activities may be subject to insurance approvals



- Teams/ players are also representing the SCMHA and are required to project a positive image of the SCMHA during the event.

***Teams may Fundraise for the Following Expenses:***

- Tournament registration fees;
- Team equipment (**not player apparel ie. Track suits**)
- Coaching and Training supplies;
- Travel expenses for recognized coaching staff that is not a parent of a player on the team (one room/2 coaches plus mileage to a maximum of \$500 per season)
- Reasonable costs for end of year banquets, trophies and awards and team building activities.
- Additional ice time not included in the SCMHA Policy; (ie. Exhibition games)
- Additional Referee fees; (ie. Referees for exhibition games)
- Miscellaneous team expenses (name bars, practice jerseys, bank fees, paper, fax/phone, etc.).
- SCMHA Rep Fees – these are not team fees where funds are allocated to the team. These fees are paid by the player to the team treasurer who submits to SCMHA. These fees cover additional referee and ice costs (ie games are 1.5 hrs not 1 hr) associated with rep teams
- Goalies are not required to pay SCMHA rep fees
- Team development costs

Teams wishing to raise funds for anything not listed must receive permission from the SCMHA Board. Team building events and parties must be approved by the board as well.

***Rep Team Sponsorship Policy***

All team sponsorships shall be the responsibility of the individual teams. The suggested fee for full team set sponsorship should be \$1,700. Sponsor bars for jerseys are paid for by the team. However, a team may obtain more or less from a sponsor if desired.

Teams may request players to get individual sponsors at rate of \$100 or more, per jersey (\$200 for both home and away jerseys per player). There will be a maximum of one sponsor bar per jersey. Players that receive more than the 2 sponsors will transfer the sponsorship to another player on the team. Players or parents not wanting to obtain sponsors will pay the \$200 sponsor fee to the team.

Each team/ player is responsible for obtaining sponsor name bars for their sponsors and having them sewn on. Sponsor bars must be in accordance with the "SCMHA Board Policy".



***The team managers have the following duties regarding sponsors:***

- Provide forms for sponsors when necessary.
- Provide background about the team (level, league etc.), when they play and practice and welcome the sponsor to visit any time.
- Collect the sponsorship forms from players and order the sponsor bars
- Sponsor bars/ banners must be ordered early on in the season and sponsor bars placed on the back bottom of the jersey.
- If sponsorship banners are created they MUST be displayed at all games

**Handling Sponsorship Funds**

It is recommended all funds for teams be deposited into and disbursed from a separate team bank account for teams. When a bank account is not required, SCMHA may provide 'banking' services (write tournament cheques, etc.)

***Team Jerseys and Socks***

SCMHA will provide all teams home and away game jerseys. Player socks are not provided by SCMHA, it is the responsibility of teams/ and or parents to purchase and provide to players.

Team managers will sign out jerseys to players/ parents, players/ parents will also sign when the jersey is returned.

GAME JERSEYS are not to be worn at practices. Players are responsible for their own practice jersey. SCMHA has a limited supply of practice jerseys that may be used.